



## **Asst 1 / Custodial**

### **Purpose Statement**

The job of Asst 1 / Custodial is done for the purpose/s of assisting with custodial services under the direction of the site custodial coordinator or manager; assisting with general cleaning and maintenance duties; performing a variety of specific cleaning operations; and assisting in preparing facilities for daily instruction and special events.

This job reports to Coordinator 9-12 Custodial or Manager/Supervisor K-8.

### **Essential Functions**

- Assists with grounds upkeep (e.g. trimming, watering, etc.) for the purpose of ensuring a safe, attractive environment.
- Assists with minor repairs (e.g. adjusting desks, replacing lights, ballasts, fixing door closers, etc.) for the purpose of maintaining a safe and functioning facility.
- Assists in site preparation for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Assists with site snow removal for the purpose of ensuring access and safety.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs minor, job related, maintenance on custodial equipment (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs summer cleaning and maintenance (e.g. stripping and waxing floors, moving furniture, painting, etc.) for the purpose of completing summer deep cleaning and ensuring the facility's safe, clean, and attractive environment.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, tractors, mowers, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral

instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

### **Continuing Educ. / Training**

Asbestos Training

### **Certificates and Licenses**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Lane 1